

**FIRE RECORDS CLERK II**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible positions in the fire department, the primary responsibilities of which include processing purchase orders, maintaining payroll records, and monitoring supplies and inventory. Employees of this class enter, locate, and retrieve information or documents which are maintained in hard copy files, the computer database, or other electronic storage media. Fire Records Clerks II perform assigned duties under some supervision, having work assigned and reviewed by the Administrative Assistant to the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Reviews all financial statements. Processes a variety of accounting and control records. Maintains ledgers, subledgers, and reconciliation. Receives monies in person or by mail, and issues receipts. Prepares expense and travel vouchers for employees. Maintains individual attendance records on employees. Prepares time records, and files payroll-related documents such attendance records, deduction notices, and employee registers. Obtains signatures on authorization for payment and other financial documents. Verifies accuracy of billing documents and prepares bills for mailing. Files bills, invoices, authorizations for payment, and other financial documents.

Handles requests for supplies, prepares requisitions, and places orders. Monitors inventory levels of supplies and equipment. Arranges for repairs and maintenance to department equipment. Contacts vendors by phone, letter, or email to establish accounts and obtain price quotations. Communicates with vendors and other agencies to reconcile differences in accounts, and ensures vendors receive accurate payment. Maintains a file of vendors and prices, and of all contracts and contract agreements. Checks and approves payment vouchers. Compares invoices and receipts with purchase orders. Distributes supplies when they arrive. Monitors the receipt of services, equipment and supplies for quantity, quality, and adherence to contracts and specifications.

Receives department records and reports, reviews them for accuracy, and files them according to procedure. Provides for the maintenance of all budget and accounting records. Files documents alphabetically, numerically, or chronologically. Stamps material to record date and/or time of receipt. Operates a computer terminal, computer scanning equipment, a facsimile machine, a calculator, and a copying machine. Locates and retrieves information from hard copy

or computer files. Enters data into financial management programs such as Lawson software. Enters routine information in department records, and fills out all forms or records required or assigned.

Opens, sorts, and distributes mail for the department. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, and formal reports, and replies to any routine correspondence on own initiative following departmental procedures. Answers and places telephone calls on behalf of the department. Greets visitors, answers any questions or routine requests, and directs visitors to the appropriate person or division.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Records Clerk immediately preceding closing date for application to the board.